



Multicultural Association
Chaleur Region Inc.

L'Association multiculturelle
région Chaleur inc.

Job offer

Executive assistant - secretary accountant

Multicultural Association Chaleur Region Inc.

MACR presentation

The Multicultural Association Chaleur Region is a non-profit organization with a mandate to foster cross-cultural appreciation and to assist in the settlement and integration of newcomers.

The MACR strives to achieve the following:

- Facilitate contact and communication between persons of different cultural backgrounds.
- Foster harmonious relationships among all cultural groups and individuals.
- Be a source of information and help for newcomers to the community.
- Raise public awareness and promote acceptance of multiculturalism.

Job description

The executive assistant and secretary accountant performs administrative tasks to support management. The person is in charge of writing reports, communication, sorting and filing documents, verification of data or relevant information and providing accounting function for the Association. **See job description.**

Requirements :

- minimum of 3 years experience.
- Four-year postsecondary degree in technical administration or in accounting. (Appropriate experience or training may be considered as equivalent).
- Full knowledge of sage 50 (simply accounting).
- Full knowledge of Microsoft Office (Word, Excel, etc.).
- Bilingual English/French
- Strong writing skills in both official languages.
- Must have own vehicle and must be willing to travel when required.

Office hours: 8h30 am to 4h30 pm from Monday to Friday

Full time: 37.5h per week

Pleasant and welcoming work environment

Interested candidates can directly send their résumés to:

marc-andre.gionet@macr-amrc.ca, to the attention of [Marc-André Gionet](#).

Please note, only those selected to be interviewed will be contacted.



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JOB DESCRIPTION

Administrative Assistant - Accounting Secretary

Multicultural Association Chaleur Region (MACR)

Task description

Nature of the work

The Administrative Assistant and Accounting Secretary performs administrative duties to support management and managers. He / she writes, communicates, informs, sorts, classifies and seizes and verifies the data or relevant information and ensures the association's accounting.

Main duties

The Administrative Assistant Accounting Secretary performs the following duties:

- preparing, typing, reviewing and reviewing correspondence, invoices, presentations, brochures, publications, reports and other related documents;
- correcting documents;
- to open and distribute mail and electronic mail and other documents received and coordinate the information internally and with other departments and agencies;
- set and confirm appointments and meetings of managers;
- ordering and maintaining inventory of office supplies;
- respond to inquiries received by telephone and e-mail and transmit telephone calls and messages;
- establishing and maintaining manual and computerized systems for classifying information files;
- maintain and update (under the executive director) official documents and employee documents (Rules and regulation, bylaws, Contractual Agreements, Board Policy Manual, Employee Manual, etc.) -
- welcome visitors, determine the purpose of their visit and direct them to the appropriate person;
- recording and preparing minutes of meetings;
- organize trips and make the necessary reservations;
- compiling, where appropriate, data, statistics and other information to support the activities of the organization;

- organize conferences, if necessary.
- ensure the bookkeeping of the association;
- calculate, prepare and issue documents associated with accounts, such as invoices, inventory statements, statements of account and other financial statements, using Simply Accounting (Sage 50);
- coding, aggregating, batching, recording, verifying and reconciling transactions such as accounts payable, payroll, orders, checks, invoices, check requests and bank statements;
- compile budgetary data and documents on the basis of estimates of receipts and expenditure and previous budgets;
- prepare monthly statements or budget reports;
- answering customer inquiries, maintaining good relationships with customers and solving problems;